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Report for Week Ending 15 May 1957
from
PROJECTS STAFF

1. Contributions

- 25X1 a. Conducted a follow-up discussion on Agency filing system with three of those who attended the previous seminar. Nine RMS people and one person from Suggestion Awards Staff have now been trained in the subject numeric system. []
- 25X1 b. Reviewed proposed HB [] Financial Accounting for Property (Manual Method) and recommended to Technical Accounting Staff that reports control symbols be assigned to the four reporting requirements cited in this issuance. []
- 25X1 c. Completed investigations and evaluations of the following employee suggestions:
- (1) 2599 - Recommended that the Office of Personnel Central Locator File be housed in a unit which would give protection from fire, water or dust damage. [] 25X1
- (2) 3027 - Determined that lack of a standardized way of indicating dates numerically was not a government-wide problem. Recommended that OO, OCR, Reports Control/RQM, and RI/FI determine extent of problem in CIA - [] 25X1
- 25X1 (3) 3029 - Commented on the proposed revised dispatch form and the development of a streamlined system for card indexing operations []

2. Assignments Active

- 25X1 a. Filing System, OSI - Installation of Agency filing system in Geophysics Branch is 90% complete. [] 25X1
- b. VM Microfilming - Microfilming in ORR and OSI continues. Filming in Office of Security was started this week. [] 25X1
- 25X1 c. Revised Correspondence Assembly Tabs - Questionnaire and sample tabs sent to 15 ARO's. []
- d. VM Study - Conferred with Area Records Officers from the following offices for discussion of factors related to a study of the Personnel-Type Records that should be considered for deposit in the Vital Materials Vault:
- Comptroller
Training
Personnel
Medical
- Will meet again with the above offices early next week and also have a second meeting with the Office of Security to review conclusions reached as to the minimum records that should be deposited before developing data in staff study format. Practically all offices contacted have indicated that the above project has caused them to seriously reconsider the entire VM PROGRAM and arrive at more realistic categories for deposit. [] 25X1
- e. Support Workload at Small Stations - Meeting held with [] 25X1

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25X1

[] (SA-DD/S) to discuss staff study. Comments pertinent to Records Management Staff are in the attached memo for the record []

25X1

25X1

f. Booklet "So You Have A Space Problem" Photographic services have been arranged with Graphics Register to complete illustrations for the booklet. []

25X1

g. Requisition Review - Reviewed 11 Requisitions for filing equipment with [] All were approved and sent to stock control, OL for processing. OCR requisitioned one shelf filing unit, of the type recommended for their use in our memo dated 28 March 1957. This unit was recommended as suitable storage for the ICF file, the Plant and Town Folders in the IR. []

25X1

h. BR Shelf File - Reviewed the bids submitted by the Art Metal Company and Remington Rand, Inc for the BR Shelf Filing Equipment. Remington Rand was the low bidder by about \$150.00. The Office of Logistics has not awarded the contract but should by 17 May. []

25X1

25X1

i. VM Repository - Visited the Repository to inventory certain filing equipment and records in order that equipment requisitions originated by the repository could be accurately evaluated. Also, since [] had returned to work, [] agreed to begin the suggested work reporting system as of 14 May. []

25X1

25X1

j. OS Shelf File -Continued the development of the floor plan and equipment requirements for the OS shelf filing proposal. []

25X1

3. News

a. Three employees from ORR Map Division accompanied last weeks trip to the repository.

25X1

b. [] DD/P O&M Staff on background affecting the staffing pattern for an area familiar to []

25X1

c. Visited the Diebold Company., with two Area Records Officers to see the new Super Elevator File, The area records officers were very interested in the mechanized equipment but I believe the trip was more beneficial to them because of the deas they acquired relative to file guides and other filing techniques. I believe a trip to the various equipment vendors would be beneficial to the ARO's assuming no more than 2 or 3 hours would be expended for the visit. []

25X1

25X1



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MEMORANDUM FOR THE RECORD

SUBJECT: Records Management Items Discussed by []

25X1

25X1 1. Attended meeting conducted by [] Special Asst to the
DD/S, on 15 May 1957 with [] to discuss the "Support Workload
at Small Stations" Study. Of concern to Records Management Staff is the
25X1 fact that Forms 292 and 293, recommended for elimination in the study, are
being abolished by means of a [] Notice which the office of the
Comptroller is now preparing in draft.

25X1 2. [] stated that one of the most valuable items to be
received in the field was the LETTEREX carbon and he felt that of even
greater help to the field could be the wide use of Form 59-171 (Test)
throughout the entire field area. Also, of interest is the fact
25X1 that [] commented as follows with reference to the field and
Headquarters RI carding system:

- a. That the card system in the field could well be eliminated
and the Field could check with Headquarters on all name
traces where a copy of all records would be kept and
promptly indexed.
- b. That the "Central Index" part of RI might be separated from
the rest of RI and used as a centralized name check unit
that would render prompt searches and give the references
to the requestor who could obtain the needed documents in
the File Section of RI or the Area Division.

3. The office of the DD/S, and specifically [] has been
interviewing Admin. Assistants that have had several tours in field
stations. Since most small stations do not have a need for the majority
of the detailed information contained in [] plans
25X1 to have one of these individuals prepare a supplement to the Regulations
Manual in brief and easy to understand language about the size of the Agency
Telephone list which will outline in brief narrative form the essential
points that should be remembered from each support subject.

25X1

25X1



25X1

SECRET

Report for Week Ending 15 May 1957
from
RECORDS DISPOSITION BRANCH

Contributions:

- a. Comments are being prepared and coordinated on two proposed Security regulations effecting the destruction of classified, controlled, accountable, or registered material.
- b. Assisting the Machine Division/OCR in implementing the Records Management Program. Subject files have been established for the 1956 and 1957 subject files. Records for 1955 and previous are either being retired to the Records Center or destroyed in accordance with the records control schedule. To date two boxes of records have been prepared for transfer to the Records Center and seven cubic feet of records have been destroyed. Project is 70% complete []
- c. Transferred two boxes of subject files to the Records Center for the Special Support Staff/Medical Staff.
- d. The Archivist of the United States has approved transfer of 75 cu. ft. of Japanese meteorological records to the Weather Bureau. Removal of this material will provide space to Aquisitions Branch of the Library equivalent to that occupied by 10 legal size cabinets.

25X1

Assignments:

Project 60-40 - Office of Central Reference []

25X1

As of this date 423 items out of a total of 491 appearing on the Records Control Schedule have been approved by responsible officials throughout the Office. Coordination is continuing and only the concurrence of Document Division remains to be obtained before submitting the schedule to the Assistant Director for approval. Project is 82% complete.

Project 6-81 - Office of Logistics []

25X1

No change from previous report. Project is 99% complete.

Project 6-88 - Office of Logistics []

25X1

A majority of the files of the Stock Management Section have been centralized for a more effective control as well as for an improved maintenance program. The subject file has been installed and several hours of training has been given to each of the two people who will maintain the file.

Four file series have been discontinued to date and discontinuance of another is contemplated. Volume wise, those files discontinued amounted to only 1 cubic foot.

A temporary control over incoming correspondence has been established by use of a notice which is attached to the correspondence designating the proper filing station after completion of action. A consolidated Reference number register has been designed and will be used on a test basis at the beginning of the next fiscal year. The Section now maintains six registers, the test form will consolidate four of the six into one.

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A subject filing list, and lists of accomplishments and suggestions is being developed for the Section Chief. Project is 90% complete.

Project 6-90 - Commercial Staff [REDACTED]

25X1

A draft copy of the records control schedule, the contents of which are confined to the records of the DD/S and DD/I has been submitted to the Administrative Officer for comments. Project is 50% complete.

News:

25X1

[REDACTED] Historical Staff is continuing his examination of our Records Control Schedules for the purpose of collecting information for a Staff project.



25X1

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Report For Week Ending 14 May 1957
From
Records Center

During this week the following accessions were made:

MEDICAL	2 Cu. Ft.
OCR	3 " "
ORR	3 " "
OTR	1 " "
OSI	4 " "
Sub-Total:	<hr/> 13 Cu. Ft.
Finished Intelligence	54 " "
Total:	<hr/> 67 Cu. Ft.

Map Negatives	633 Cu. Ft.
Records Holdings	22,086 " "
Distribution Material Holdings	10,271 " "
Total	<hr/> 32,990 Cu. Ft.

Distribution Material Disposed of at Center	41 Cu. Ft.
Distribution Material Transferred from Center	23 " "
Records Disposed of at Center	5 " "
Records Transferred from Center	1 " "
	<hr/> 70 Cu. Ft.

Disposal

Plans are still be discussed with Security and Engineering Division relative to making the area around the incinerator secure in order that material may be burned on a 24 hour basis unattended.

Memos authorizing destruction of certain non-record material from OCR have been received. These memos are being coordinated with Records Disposition Branch prior to taking any action for destruction. Total cubic footage involved is 646.

Chief, Records Center

25X1

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,169	9,741	11,910
DD/P	2,149	6,581	8,730
DD/S	544	7,316	7,860
DD/S (Comp.Grilled Area)	334	146	480
DD/I	359	6,451	6,810
DD/I (Grilled Area)	1,628	2,152	3,780
DCI	37	23	60
Map Negative	645	945	1,590
TOTAL:	7,865	33,355	41,220

81%
32,910
365

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TRANSMITTAL SLIP		DATE	14 May 1957
TO: <input type="text"/>			
ROOM NO.	BUILDING		
REMARKS			
As you may have noticed, there is a difference in the map negative figures on page 1 and 2. Fred and I have a possible solution that we would like to talk to you about.			
FROM: <input type="text"/>			
ROOM NO.	BUILDING	EXTENSION	

FORM NO. 241 REPLACES FORM 36-8
1 FEB 55 WHICH MAY BE USED.

(47)